



State of Rhode Island and Providence Plantations

**Department of State - Business Services Division**

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## **Uniform Commercial Code (UCC) Filing Tips**

<b><u>Hours for filing:</u></b>	Public Counter: Monday – Friday 8:30 AM to 4:30 PM Online filing: <a href="http://www.sos.ri.gov">www.sos.ri.gov</a> – 24/7
<b><u>Information:</u></b>	Information on specific filings of record with this office will not be given over the telephone; only general information will be available. UCC11 Information Requests cannot be ordered over the telephone. All filings must be communicated in writing.
<b><u>Filing Fees:</u></b>	Filings must be communicated in writing and will not be accepted unless accompanied by the minimum filing fee. Checks are to be made payable to the Rhode Island Department of State. We accept VISA, MasterCard, Discover, and American Express for all over-the-counter and online transactions. A small enhanced access fee is charged for all credit card transactions. See our website ( <a href="http://sos.ri.gov/divisions/Business-Portal/file-online/enhanced-filing-fee">http://sos.ri.gov/divisions/Business-Portal/file-online/enhanced-filing-fee</a> ) for more information on enhanced access fees.
<b><u>Paper Filing Forms:</u></b>	The IACA National Filing Forms will be accepted for filing. Rhode Island does provide a state form for UCC11 Information Requests. Please carefully read all instructions prior to filing. Paper filers can take advantage of our electronic acknowledgement option. If you would like to receive your acknowledgement by email, please provide your email address within ITEM C. E-acknowledgements for all approved filings are emailed at 3pm and 8pm daily.
<b><u>Electronic Filings:</u></b>	The default setting for our electronic filing system is one debtor, one secured party and one assignee. Before clicking the “File a UCC1” button, please specify the number of debtors, secured parties, and assignees that are applicable to your filing. A valid UCC1 filing number is required to complete a UCC3/UCC5 filing form. A link to the UCC database is provided within the filing form. A UCC11 Certified Information Request can be ordered by providing a valid UCC filing number or organization name. If you do not know the UCC filing number for the record you are requesting, a link to the UCC database is provided within the filing form.